

REQUEST FOR PROPOSALS

**State of Louisiana
Development of a System to Establish Feasibility
and Prioritization of
Capital Improvement Projects**

January 22, 2009

REQUEST FOR PROPOSALS

ISSUE DATE: January 22, 2009

TITLE: Development of a System to Establish Feasibility and Prioritization of Capital Improvement Projects

ISSUED BY: The State of Louisiana
Division of Administration
Facility Planning and Control
Claiborne Building
1201 N. 3rd Street, Suite 7-160
P. O. Box 94095
Baton Rouge, LA 70804-9095

SEALED PROPOSALS will be received until **4:00 p.m., February 23, 2009** for furnishing the services described herein. **Packages must be labeled "Development of a System to Establish Feasibility and Prioritization of Capital Improvement Projects" and shown clearly on the outside of the package.** Deliver to the address listed above.

In compliance with this Request for Proposals and with all Conditions imposed therein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

I certify that I have read and understand this Request for Proposals and am authorized to sign this proposal for the Proposer. I certify that the language in this document has not been altered in any way and appears as originally transmitted by the issuing authority.

NAME AND ADDRESS OF FIRM:

DATE: _____

BY: _____
(signature in BLUE ink)

NAME: _____
(print or type)

TITLE: _____

PHONE: _____

FAX: _____

Please return the original and six (6) complete copies of your proposal.

Fax or e-mail transmissions of RFP responses will not be accepted.

**Request for Proposals
Development of a System to Establish Feasibility and Prioritization of
Capital Improvement Projects**

TABLE OF CONTENTS

1.0	GENERAL INFORMATION	4
2.0	ADMINISTRATIVE INFORMATION	5
3.0	PROPOSAL INFORMATION.....	7
4.0	RESPONSE INSTRUCTIONS	10
5.0	EVALUATION AND SELECTION.....	15
6.0	EXHIBITS	16

1.0 GENERAL INFORMATION

1.1 INTRODUCTION AND PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals from qualified firms to establish a term contract for Development of a System to Establish Feasibility and Prioritization of Capital Improvement Projects on behalf of The State of Louisiana (herein defined as "State of Louisiana" or "Owner"). The Owner seeks a qualified firm to perform the necessary research into current best practices, create new methods, and to assist the Owner in implementing various aspects of the system improvements.

1.2 GENERAL DESCRIPTION AND BACKGROUND

This RFP consists of two separate, but related work areas. The first area of work is in response to Act 911 of 2008 (capital outlay reform act) and concerns capital outlay process changes, i.e., development and implementation of a system to evaluate the feasibility of potential projects, and a system to prioritize such potential projects. The second area of work concerns the management of capital assets, and the role of capital outlay projects therein.

1.2.1 Feasibility and Prioritization of Capital Outlay projects

The State of Louisiana revised statutes for development of the annual capital outlay budget are found in R.S. 39:101-103. The State of Louisiana's administrative rules for development of the annual capital outlay budget are found in LAC Title 34, Part III, Chapter 2.

The Louisiana Constitution requires that each capital improvement project be evaluated through a feasibility study (Const. Art. 7, Sect. 11). The Louisiana Constitution also states the "legislature shall provide by law for procedures, standards, and criteria for the evaluation of feasibility studies..." Prior to Act 911 of 2008, the legislature had declared via statute that the capital outlay request form was the feasibility study.

In addition to Act 911 of 2008, Governor's Executive Order BJ 08-14 orders and directs similar reforms to the state's capital outlay development system. Where Act 911 of 2008 includes permissive language for rule-making, Executive Order BJ 08-14 requires rule-making (promulgation). Act 911 of 2008 requirements, which are to be addressed in this Project, and their Executive Order BJ 08-14 corollaries are summarized as follows:

Act 911 Provision	BJ 08-14 Corollary
Establish a system for comparatively evaluating projects based on the feasibility and merits of projects and annually establish a priority ranking of projects. Establish standards and procedures for determining feasibility of projects.	Develop and promulgate standards for feasibility analysis as well as policies and procedures for feasibility analysis of all projects for which funding is requested through the state capital outlay program. Establish a system for comparatively ranking projects.
Submit to the legislature a report detailing findings and evaluation of any project deemed not feasible.	None.
Establish a system of categorization of projects requested to be funded through the capital outlay act.	None.

At a high level, the current capital outlay budget development process is as follows:

1. Entities, both state and non-state, submit capital outlay request forms (capital budget requests). See Exhibit B.
2. The Division of Administration, Office of Facility Planning and Control (FPC) classifies each request into a project category type. See Exhibit C.
3. Overall available capital outlay funds are partitioned based on the categories into target amounts for each category. See Exhibit D. The targeted amounts are derived based on percentages of the overall available funds established by the Division of Administration in consultation with the Office of the Governor.
4. Capital outlay requests are prioritized within each category by qualitative methods.
5. Capital outlay requests are recommended for funding based on the highest priorities in each category, subject to the targeted amount of funds in each category.

It is anticipated that this general budgeting framework will be retained, i.e., the use of a budget partition based on project types with budget amount targets. This RFP contemplates development, promulgation, and implementation of a system(s) for determining and reporting feasibility of requested capital improvement projects, and the prioritization thereof, within the above general framework.

1.2.2 Management of Capital Assets

There is a desire to improve the management of state-owned capital assets. Presently, maintenance dollars are appropriated in the state's operating budget, administered by each agency. Non-highway capital improvements are appropriated in the capital outlay budget, and generally administered by a central agency (FPC). Lump sum "major repairs" or "deferred maintenance" appropriations are also made to FPC in the capital outlay budget for administration statewide across agencies. Non-highway capital improvements range from repairs, to minor renovations to new facilities.

There are questions on how capital improvement projects, including "major repairs" should relate to the overall management of capital assets. The role of centrally-administered capital improvements, including major repairs and/or deferred maintenance, in the management of state capital assets needs to be established. This RFP contemplates establishment of the central agency's role (FPC) in the overall management of capital assets, and the development and implementation of processes necessary to effectuate that role.

2.0 ADMINISTRATIVE INFORMATION

2.1 EXPECTED TIME PERIOD FOR CONTRACT

The period of any contract resulting from this RFP is tentatively scheduled to begin as outlined in the Schedule of Activities.

2.2 RFP COORDINATOR

Requests for copies of the RFP and written questions must be directed to the RFP Coordinator listed below.

John L. Davis, PE
Director
State of Louisiana
Division of Administration
Facility Planning and Control
Claiborne Building
1201 N. 3rd Street, Suite 7-160
P. O. Box 94095
Baton Rouge, LA 70804-9095
capitaloutlay@la.gov

This RFP is available in electronic format at <http://www.doa.louisiana.gov/fpc/fpc.htm> in PDF format or in printed form by submitting a written request to the RFP Coordinator.

2.3 ISSUING OFFICE

This RFP is being issued by The State of Louisiana, Division of Administration, Office of Facility Planning and Control.

2.4 INQUIRIES

The State will consider written proposer inquiries regarding RFP requirements or Scope of Services before the date specified in the Schedule of Activities. The State reserves the right to modify the RFP should a change be identified that is in the best interest of the State.

To be considered, written inquiries and requests for clarification of the content of this RFP must be received at the below address or via fax at 225-342-7624 by 4:00 p.m. CST on the date specified in the Schedule of Activities. Any and all questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be posted by the date indicated in the Schedule of Activities. Only the RFP Coordinator has the authority to officially respond to proposer's questions on behalf of the State. Any communications from any other individuals are not binding to the State.

Inquiries only may be faxed to 225-342-7624, or e-mailed to capitaloutlay@la.gov.

2.6 COMMUNICATIONS

From the issuance of this RFP until contract award, communications concerning this solicitation, its evaluation, and negotiations are formal. All correspondence must be in writing and transmitted directly to the individual shown above in Section 2.2 of this section. At any time during the RFP process, firms are not permitted to ask questions about other vendor's proposals, equipment, or services; or to seek information from State of Louisiana personnel on this RFP or the evaluation results. If a vendor is approached by State of Louisiana personnel with information or questions concerning the RFP, the vendor shall immediately contact the RFP Coordinator listed above for direction. Failure to abide by this formal communication requirement may cause the State of Louisiana to disqualify your firm's proposal from further consideration.

2.7 ADDENDA TO RFP

Amendments to this RFP may be necessary prior to the closing date and will be posted at the Division of Administration, Office of Facility Planning and Control website (<http://www.doa.louisiana.gov/fpc>). Failure to acknowledge receipt of amendments in accordance with the instructions contained in the addenda may result in the proposal not being considered.

2.8 SCHEDULE OF ACTIVITIES

Release (Advertisement) of RFP	January 22, 2009
Closing Date for Inquiries	February 6, 2009
State's Response to Written Inquiries	February 13, 2009
Submission of Proposals	no later than 4:00 p.m. on February 23, 2009
Selection of Consultant	March 2, 2009
Expected Consultant Start Date	March 16, 2009
Implementation of Initial Process for Feasibility	April 2009
Implementation of Final Processes for Feasibility, Prioritization, and Major Repairs	August 2009

Note: The State of Louisiana reserves the right to amend and/or change this schedule of RFP activities as it deems necessary.

2.9 CONTRACTUAL DOCUMENT

This RFP and the selected Proposer's proposal will become the basis for the development of the legally binding contract between the Owner and the Proposer. In the event the services should fail to meet the standards as specified in the Proposer's proposal, the Owner reserves the right to terminate and cancel any contract.

2.10 EXCEPTIONS TO TERMS AND CONDITIONS

It is the specific intent of the Owner that the only terms and conditions with the successful Proposer shall be those contained within this RFP, including exhibits; provided, however, that Owner reserves the right to change the terms of the sample contract attached to this RFP prior to execution. The final contract between the Owner and the successful Proposer may be negotiated between the parties. If a Proposer takes exception to any term or condition of this RFP, the Proposer shall in a separate section of its original proposal response: 1] identify the specific term/condition in question, 2] specify the language that is causing conflict, and 3] explain in detail why the language is unacceptable. The Proposer is also required as part of their proposal response to provide proposed alternate language for each term/condition that is considered to be in conflict.

3.0 PROPOSAL INFORMATION

3.1 GENERAL REQUIREMENTS

- 3.1.1 Proposers who are interested in providing consulting services under this RFP must submit a proposal containing the information specified in Section 4.0. The

fully completed proposal with original signatures by an authorized representative must be received in hard copy (printed) version by the RFP Coordinator designated above by the deadline date specified in the Schedule of Activities. Fax or e-mail submissions are not acceptable. To be considered for selection, Proposers must submit a complete response to this RFP. One (1) original and six (6) complete copies of the proposal must be submitted to the Owner. The original must be manually signed in blue ink.

Each copy of the proposal should be bound in a single volume. All information requested should be submitted; failure to submit all requested information may result in an unfavorable evaluation of the Proposer's proposal or rejection of the proposal. Documentation submitted with the proposal should be bound in that single volume. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired.

It is solely the responsibility of each proposer to assure that its proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are not so delivered, will not be considered for purposes of this RFP.

3.2 DETERMINATION OF RESPONSIBILITY

To determine the Proposer's responsibility relating to the RFP, the State must find that the Proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
- Have the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them.
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the state to make its determination by presenting acceptable evidence of the above to perform the services called for by the contract.

3.3 RFP ADDENDA

The State reserves the right to change the calendar of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

3.4 WAIVER OF ADMINISTRATIVE INFORMALITIES

The State reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

3.5 PROPOSAL REJECTION

The issuance of this RFP in no way constitutes a commitment by the State to award a contract. The State reserves the right to accept or reject, in whole or in part, all proposals submitted and/or cancel this announcement if it is determined to be in the State's best interest.

3.6. WITHDRAWAL OF PROPOSAL

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the Proposer must be submitted to the RFP Coordinator.

3.7 SUBCONTRACTING INFORMATION

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables referenced in the RFP or proposal. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements, however should acknowledge in their proposal total responsibility for the entire contract.

If the Proposer intends to subcontract for portions of the work, the Proposer should include specific designations of the tasks to be performed by the subcontractor. Information required of the Proposer under the terms of this RFP is also required for each subcontractor.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for furnishing the work and professional services herein contracted for without the express written approval of the State.

3.8 OWNERSHIP OF PROPOSAL

All materials submittal in response to this request become the property of the State. Selection or rejection of a proposal does not affect this right.

3.9 PROPRIETARY INFORMATION

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.10 COST OF PREPARING PROPOSALS

The State is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the State of Louisiana.

3.11 ERRORS AND OMISSIONS IN PROPOSAL

The State will not be liable for any errors and/or omissions in proposals. The State reserves the right to make corrections or amendments due to errors identified in proposals by State or the proposer. The State, at its option, has the right to request clarification or additional information from the proposers.

3.12 CONTRACT AWARD AND EXECUTION

The State reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received. The State reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected Proposer will become part of any contract initiated by the State. In case of any discrepancy between the documents the order of governance will be the contract, contract amendments, RFP with addenda followed by the proposal.

The selected Proposer will be expected to enter into a contract which is substantially the same as the sample contract included in Exhibit A. In no event is a Proposer to submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

3.13 CODE OF ETHICS

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

4.0 RESPONSE INSTRUCTIONS

4.1 PROPOSAL SUBMISSION

Proposals must be received on the time and date specified in the Schedule of Activities. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the Proposer's cost to the RFP Coordinator listed above. It is solely the responsibility of each Proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are not received timely, will not be considered. No electronic or fax submittals.

4.2 PROPOSAL FORMAT

The State requests that the proposal be submitted to the RFP Coordinator at the address specified. At least one copy of the proposal shall contain original signatures; that copy should be clearly marked or differentiated from the other copies of the proposal. This copy will be retained for incorporation by reference in any contract resulting from this RFP.

The proposal must be signed by those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted.

4.3 SPECIFIC REQUIREMENTS

The following components are to be considered as contents for a complete submittal. The Owner shall evaluate and compare only proposals that substantially conform to the terms and conditions of the RFP. The Owner reserves the right to reject any and all proposals and to waive any informality. The proposal response format should be presented and submitted under tabs as noted below:

TAB 1: SIGNED COVER LETTER AND ACKNOWLEDGEMENT OF ADDENDA

A signed cover letter indicating request for consideration with Exhibit E (Acknowledgement of Addenda) included and filled out as required.

TAB 2: PROPRIETARY INFORMATION

State if any information contained in this proposal response is being declared proprietary as discussed in Section 3.9 of this RFP.

TAB 3: EXECUTIVE SUMMARY

Provide a brief summary of the Proposal's contents, emphasizing any unique aspects or strengths of the Proposal.

TAB 4: BUSINESS ORGANIZATION AND HISTORY OF THE FIRM

Provide a narrative on the history of the firm including years in business and the depth of resources to provide the desired services. Explain the size of your firm, including office locations and the legal structure.

TAB 5: ORGANIZATIONAL STRUCTURE

This section of the Proposal should contain the following information and data:

- 5.1 If the Proposer is a corporation, provide the following information:
 - 5.1.1 Date of incorporation
 - 5.1.2 Place of incorporation and principal place of business
 - 5.1.3 Officers and Directors (include position, address and telephone number)
 - 5.1.4 Affiliates, partner corporations, and subsidiaries
- 5.2 If the Proposer is a general or limited partnership, provide the following information:
 - 5.2.1 General Partners (include address and telephone number)
 - 5.2.2 Limited Partners, if applicable (include address and telephone number)
- 5.3 If the Proposer is a joint venture, provide the following information:
 - 5.3.1 Date of formation
 - 5.3.2 Name and address of each venture partner
 - 5.3.3 Principals of each venture partner
 - 5.3.4 Venture partner holding the majority of interest in the joint venture and its percentage of interest.
- 5.4 If the Proposer is not a corporation, general or limited partnership, or joint venture, please identify the type of business entity and provide any pertinent information.
- 5.5 Provide the total number of employees (divided into full-time and part-time); and if a sole proprietor, so state this.

TAB 6: EXPERIENCE OF KEY PERSONNEL AND STAFFING PLAN

- 6.1 Key Personnel
 - 6.1.1 For each key person identified by the Proposer, the following information should be provided in resume format:
 - (a) Name and title

- (b) Project responsibilities and roles
- (c) Educational background
- (d) Professional registrations and memberships (if applicable)
- (e) Years of relevant experience
- (f) Relevant project experience

6.2 Identify the required services that you intend to subcontract, if any. Any firms or individuals proposed to be subcontracted to the Proposer shall be named and clearly noted as such.

TAB 7: EXPERIENCE WITH SIMILAR PROJECTS

This section of the Proposal addresses the firm's related experience:

7.1 Describe the Proposer's experience in the last five (5) years with similar projects.

7.2 Disclosures of Conflicts

Disclose any financial or legal conflicts of interest, whether existing or potential, which may affect Proposer's performance of services required under the Agreement if Proposer is selected as Consultant.

TAB 8: METHODOLOGY

8.1 The objectives of this project are to develop a budget development process which incorporates to-be-determined feasibility and prioritization criteria to be used by the Division of Administration, Office of Facility Planning and Control, and to develop a process wherein capital budgeting supports management of capital assets through maintenance and renewal ("major repairs").

It is anticipated that the project will encompass at minimum the following tasks:

Task 1 For feasibility, examine and review state of the art and practice. This will include an extensive literature search. Review should include practices of other states, especially those with high grades for Infrastructure from The Pew Center on the States, peer states, other entities, and the federal GSA. Review current practices within the Louisiana state government. Evaluate strengths and weaknesses of current state of the art and practice, and evaluate potential for improvements to current state of the art and practice.

Task 2 Establish project categorizations to be used for setting capital outlay priorities. The currently used categories and sub-categories are subject to change based on this RFP. Establish method for determining budget targets for each category. A multi-attribute decision analysis tool such as analytical hierarchy process (AHP) should be considered.

Task 3 Define feasibility, and what data are necessary in order to make feasibility assessments. Create a working feasibility evaluation system. While Act 911 of 2008 requires all projects be reviewed for feasibility, it does not preclude use of different levels of evaluations. Any hierarchical feasibility evaluation system should be based on defensible criteria. It is anticipated that different processes will be used for different categories of projects, although there might be some overlap. A buy-build-lease decision support system shall be part of feasibility determination for certain to-be-determined types of projects.

Task 4 Analyze and evaluate the capital outlay budget request process, and make recommendations for revisions to support the feasibility evaluation, prioritization, and "major repairs" processes. It is anticipated that the current practice of capital outlay requests originating with users will be retained, although consideration can be made of a multi-step application process (i.e., use of a pre-application). Recommendations for implementation of the processes will likely need to be phased. The initial level of feasibility analysis should be based on currently available data for use during 2009 legislative process. The 2009 Regular Session of the Louisiana Legislature convenes on April 27, 2009 and adjourns no later than June 25, 2009. Full implementation of new feasibility evaluation, prioritization, and major repairs processes, with any needed new data requirements identified, should be ready for use for the FY 2011 capital outlay budget development process. Capital outlay development process for FY 2011 begins in August 2009 when the capital outlay request system is made available for users. FY 2011 capital outlay requests are due to FPC no later than November 1, 2009.

Task 5 Establish a sustainable, uniform, robust cost planning system that can later be melded into a uniform cost estimating system (e.g., UNIFORMAT II). This RFP scope includes the cost planning portion associated with pre-design, only. Consideration should be given to establishing level of quality designations.

Task 6 For project prioritization, examine and review state of the art and practice. This will include an extensive literature search. Review should include practices of other states, especially those with high grades for Infrastructure from The Pew Center on the States, peer states, other entities, and the federal GSA. Review current prioritization practices within the Louisiana state government (e.g., Louisiana Statewide Flood Control Program, Highway Program, etc.). Evaluate strengths and weaknesses of current state of the art and practice, and evaluate potential for improvements to current state of the art and practice. As a minimum, prioritization techniques to be considered are: ranking based on judgment, ranking based on parameters, ranking based on parameters with economic analysis, and optimization (considers timing of improvements). As example only, a ranking based on parameters could be ranking based on sufficiency rating. As example only, a ranking based on parameters with economic analysis could be ranking based on changes in sufficiency rating for dollars invested, by project. The potential for economic techniques such as net present value or benefit cost ratio should be evaluated.

Task 7 For capital budgeting as it supports management of capital assets through maintenance and renewal, examine and review state of the art and practice. This will include an extensive literature search. Review should include practices of other states, especially those with high grades for Infrastructure from The Pew Center on the States, peer states, and other entities. Review Louisiana revised statutes to determine FPC's statutory role in management of capital assets. Compare and contrast with practices of other states and other entities. Prepare recommendations for how FPC should administer statewide major repairs/deferred maintenance projects.

Task 8 Define facility levels of "good repair" with details of format and a means of measuring, for various to-be determined classifications of facilities.

Task 9 Evaluate and recommend separate statewide facility condition assessment levels of detail needed, if any, to support recommended feasibility analyses, prioritization techniques, and FPC's statutory role in management of capital assets.

8.2.1 Task descriptions are intended to provide a framework for conducting the project. FPC is seeking the insight of Proposers on how best to achieve the project objectives. The Proposer should provide a detailed narrative of the approach that may be used for the Project.

8.2.2 FPC anticipates this project to unfold as a series of investigations and decision points. FPC intends to implement the processes that result from this project; therefore, FPC needs to be integrally involved as the project develops. Proposers should indicate where in the project development they intend to seek input and/or decisions from FPC. Proposers should also indicate a list of all deliverables along with a brief statement describing each one. Any work anticipated to be required of FPC or the Division of Administration shall be specifically detailed in the proposal. Proposers shall include a Gantt chart indicating the anticipated work and dates necessary to fulfill the intended objectives and timeframes.

8.2.3 Any computer applications beyond programming of Microsoft Word, Excel, or Access that are deemed necessary to fully implement any adopted processes will be procured separately from this RFP. DOA anticipates solely authoring any subsequent RFPs. Any computer programs developed by a consultant as the result of this project shall be property of the State of Louisiana.

8.2.4 The presentation of findings by formal papers, articles or bulletins whose content is the result of this project, will not be made by a consultant without prior approval of the State of Louisiana.

8.2.5 Act 911 of 2008 and Executive Order BJ 08-14 also contain provisions for needs-based local match formulae and architectural programming standards. The needs-based local match formulae derivations are being done under separate contract, and the architectural programming standards are being developed in-house. Any recommendations resulting from this RFP will need to be compatible with the needs-based local match formulae and architectural programming standards. Exhibit F is FPC's preliminary program format currently under consideration for promulgation.

Tab 9: TOTAL COSTS

9.1 The Cost Proposal shall be broken down as indicated in the Exhibit G form.

9.1.1 Personnel – List the names, positions and percentage of time (based on a 40-hour work week) to be spent on the project for all persons to be involved. The amounts requested for each person listed must not exceed the proportion of total salary computed from the percent time spent on the project for that person. The salaries used for computing individual personnel costs shall be exclusive of the cost of employee benefits; however, that percentage used by the consultant to compute employee benefits shall be shown where indicated on the form and costs computed and included in totals.

9.1.2 Non-Expendable Equipment – Itemize only non-expendable equipment which is to be purchased specifically for the performance of the project. Non-expendable equipment includes any items having a useful life of more than one year and an acquisition cost of more than \$1000 per unit.

9.1.3 Consumable Supplies – Include the estimated cost for all expendable equipment, materials, and supplies. Any item for which costs exceed \$300 must be listed individually.

9.1.3 Travel – Itemize expenses for trips to be made in connection with the project. Expenses incurred for out-of-state travels should be listed separately from those for instate travel.

9.1.4 Other Expenses – Itemize all miscellaneous expenses associated with the project that are not included in the consultant's computation of indirect cost. All costs to be incurred for equipment rental or use of subconsultants associated with the project should be listed in this section.

9.1.5 Total Direct Cost – The sum of total estimated in sections 9.1.1 – 9.1.4

9.1.6 Total Indirect Cost – This item is intended to provide for general administration and overhead expenses incurred by the consultant for which no cost is shown elsewhere in the proposal. The actual percentage used and the method of application shall be described in the proposal and shall be verifiable through audit by the Owner, or its representative.

9.1.7 Total Costs – The sum of Total Direct Cost plus Total Indirect Cost.

5.0 EVALUATION AND SELECTION

5.1 EVALUATION TEAM

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the State, which will determine the proposal most advantageous to the State.

5.2 ADMINISTRATIVE AND MANDATORY SCREENING

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance may be rejected from further consideration.

5.3 EVALUATION AND REVIEW

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following:

5.3.1 Evaluation Criteria

Proposals will be evaluated using the following criteria with relative importance noted:

Experience of Key Personnel and Staffing Plan (35%)

- Experience of key personnel
- Experience on similar projects

Methodology (40%)

Total Costs (25%)

The evaluation team will evaluate and score the proposals using the criteria and scoring specified in the following table:

Criteria	Maximum Score
Experience of Key Personnel and Staffing Plan	35
Methodology	40
Total Costs	25
Total Score	Sum of the above scores

Scoring cost:

Each proposer will receive a cost score computed as follows:

$$CS = (LPC / PC) * 25$$

Where: CS = Computed cost score for proposer

LPC = Lowest proposed cost of all proposers

PC = Proposer's cost

The evaluation team will compile the scores and make a recommendation to the head of the agency on the basis of the highest overall score. The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

5.3.2 Award Criteria

A selection will be made based upon the evaluation criteria above. The Owner may cancel this Request for Proposals or reject proposals at any time prior to an award. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Proposer's proposal as negotiated.

5.3.3 Announcement of Consultant

The State will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful Proposers will be notified in writing accordingly.

5.3.4 Contract Fee

Compensation will be based on a lump sum fee. Partial payments will be based on invoices submitted in accordance with milestones and deliverables in Proposer's proposal as negotiated.

6.0 EXHIBITS

The following exhibits are provided to assist Proposers in preparing their responses to this RFP and are considered part of this RFP package:

- A – Anticipated Consulting Services Contract Form (for info)
- B – Current Capital Outlay Request Form (for info)
- C – Current Project Type Classifications (for info)
- D – Example Current Budget Partition (for info)
- E – Acknowledgement of Addenda
- F – FPC Preliminary Architectural Programming Format (for info)
- G – Response to RFP Total Cost Breakdown Form

Exhibit A – Anticipated Consulting Services Contract Form (for info)

STATE OF LOUISIANA
PARISH OF «ParishofProject»

CONTRACT FOR PROFESSIONAL SERVICES

BE IT KNOWN, that on this _____ day of _____, 2009, the State of Louisiana Division of Administration and «Contractor», «Address», «CityStateZip», do hereby enter into contract under the following terms and conditions.

1.

Contractor hereby agrees to furnish the following services:

«ProjectDiscription»
«ProjectDiscrip»
«ProjectDisc»
«CityState»
Project No. «ProjectNo»
State ID No. «StateID» Site Code: «SiteCode»

As per proposal dated «AsPerProposab», which is attached hereto and made a part thereof.

2.

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or in accordance with an individual's sexual orientation.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

3.

In consideration of the services described above, state hereby agrees to pay to Contractor a maximum fee of «ContAmtSpelledOut» Dollars (\$«ContAmtInNumeral»). Payment will be made in a lump sum amount only on approval of Facility Planning and Control.

4.

This contract may be terminated by the Owner or by mutual consent upon 30 days written notice. The Owner may also terminate this contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the Owner shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall

Exhibit A – Anticipated Consulting Services Contract Form (for info)

not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith said failure and thereafter proceeded diligently to complete such corrections, then the Owner may, as its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Owner to comply with the terms and conditions of this contract; provided that the Contractor shall give the Owner written notice specifying the Owner's failure and a reasonable opportunity for the Owner to cure the defect.

5.

Upon completion of this contract, or if terminated earlier, all records, reports, worksheets or any other materials related to this contract shall become the property of the State.

6.

Any claim or controversy arising out of this contract shall be resolved by the provisions of LA R.S. 39:1524-1526.

7.

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be said Contractor's obligation and identified under tax identification number _____.

8.

The Contractor shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the Owner, provided however, that claims for money due or to become due to the Contractor from the Owner may be assigned to a bank, trust company or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Owner.

9.

It is hereby agreed that the Legislative Auditor of the State of Louisiana has the option of auditing all accounts of Contractor which relate to this contract.

10.

This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the Contractor in response to the Department's RFP, and any exhibits specifically incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter.

11.

In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

12.

This contract shall begin after approval by Office of Contractual Review or its designee and shall terminate «ContractDays» days thereafter. The beginning date is _____ and the termination date is _____.

Exhibit A – Anticipated Consulting Services Contract Form (for info)

THUS DONE AND SIGNED at Baton Rouge, Louisiana, on the day, month, and year first written above.

WITNESSES:

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION

BY:

JOHN L. DAVIS, DIRECTOR

«Contractor»

BY:

Exhibit A – Anticipated Consulting Services Contract Form (for info)

STATE OF LOUISIANA
PARISH OF «ParishOfContractor»

PROJECT NO. «ProjectNo»

NAME «ProjectDiscription»

«ProjectDiscrip»

«ProjectDisc»

LOCATION «CityState»

AFFIDAVIT

Before me, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared _____ representing «Contractor» who, being by me first duly sworn deposed and said that he has read this affidavit and does hereby agree under oath to comply with all provisions herein as follows:

PART I.

Section 2224 of Part II of Chapter 10 of Title 38 of the Louisiana Revised Statutes, as amended.

(1) That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and

(2) That no part of the Contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the Contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for affiant.

PART II.

Section 2190 of Part I of Chapter 10 of Title 38 of the Louisiana Revised Statutes, as amended.

That affiant, if an architect or engineer, or representative thereof, does not own a substantial financial interest, either directly or indirectly, in any corporation, firm, partnership, or other organization which supplies materials for the construction of a public work when the architect or engineer has performed architectural or engineering services, either directly or indirectly, in connection with the public work for which the materials are being supplied.

For the purposes of this Section, a "substantial financial interest" shall exclude any interest in stock being traded on the American Stock Exchange or the New York Stock Exchange.

That affiant, if subject to the provisions of this section, does hereby agree to be subject to the penalties involved for the violation of this section.

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2009.

AFFIANT

NOTARY

Exhibit B - Current Capital Outlay Request Form (for info)

Project ID 537738

CAPITAL OUTLAY REQUEST

Stage 1

FISCAL YEAR 2009 - 2010

1/12/2009

Page 1

Project

Title

Location

Priority

Emergency Project ☐Current Project Requirements ☐Anticipated Program Needs ☐

State IDs

Local/Agency

0 of 0

Department

0 of 0

Management Board

0 of 0

Applicant

Agency

Schedule

Parish

Department

Senate District

House District

Site Code

Local/Agency

User

Contact

Phone Number

Fax

E-Mail

Address

City/State/Zip

Department

User

Contact

Phone Number

Management Board

User

Contact

Phone Number

Cost Estimates

	Local/Agency	Department	Management Board	FPC
Land/Building Acq.				
Planning 10%				
Construction				
Hazardous Materials				
Subtotal				
Misc./Contingency				
Equipment				
Total				

Time Estimates

Planning (months)

0

0

0

0

Construction (months)

0

0

0

0

If planning has begun, when will it be completed?

Project Id 537738

Stage 1

CAPITAL OUTLAY REQUEST

FISCAL YEAR 2009 - 2010

1/12/2009 Page 2

Prior Funding

FPC Project No. Assigned to Prior Funding

Sub-project No.

Authorized Means of Financing	Amount	Year	Act#	Priority	Bond	Credit
	\$0	0		0	<input type="checkbox"/>	<input type="checkbox"/>
	0	0		0	<input type="checkbox"/>	<input type="checkbox"/>
	0	0		0	<input type="checkbox"/>	<input type="checkbox"/>
	0	0		0	<input type="checkbox"/>	<input type="checkbox"/>
	0	0		0	<input type="checkbox"/>	<input type="checkbox"/>
Total	\$0					

Proposed New Funding

☐ This project does not require funding in Year 1.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
State Funds	\$0	\$0	\$0	\$0	\$0	\$0
*Local Funds	0	0	0	0	0	\$0
*Reimbursement Bonds	0	0	0	0	0	\$0
*Fees/Self-Gen. Rev.	0	0	0	0	0	\$0
*Revenue Bonds	0	0	0	0	0	\$0
**Statutory Dedications	0	0	0	0	0	\$0
*Federal Funds	0	0	0	0	0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

*Describe specific source of funds.

**Type of Statutory Dedication

Stat Deds

What fiscal year (FY) was the project or program first submitted for consideration?

0

Agency Impact Statement

I hereby certify that this project has been reviewed, approved, and integrated into our department's long range strategic plan and five year budget. The impact of this project's operating budget has been approved.

Name

Title

Date

Comments

Exhibit B - Current Capital Outlay Request Form (for info)

Project Id 537738

CAPITAL OUTLAY REQUEST

Stage 1

FISCAL YEAR 2009 - 2010

Facility Planning and Control Review

1/12/2009 Page 3

Recommended New Funding (Authorization needed to award contracts)

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
State Funds	0	0	0	0	0	\$0
*Local Funds	0	0	0	0	0	0
*Reimbursement Bonds	0	0	0	0	0	0
*Fees/Self-Gen. Rev.	0	0	0	0	0	0
*Revenue Bonds	0	0	0	0	0	0
**Statutory Dedications	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0

Recommended New Funding (Cash Flow Requirements)

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
State Funds	0	0	0	0	0	\$0
*Local Funds	0	0	0	0	0	\$0
*Reimbursement Bonds	0	0	0	0	0	\$0
*Fees / Self-Gen Rev.	0	0	0	0	0	\$0
*Revenue Bonds	0	0	0	0	0	\$0
**Statutory Dedications	0	0	0	0	0	\$0
Federal Funds	0	0	0	0	0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

If planning has begun, when will it be completed?

DOA Review

	Review Date	Recommended	Status
Project Manager	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
FPC Director	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Analyst	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPB Director	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Exhibit B - Current Capital Outlay Request Form (for info)

Project Id 537738
 Stage 1

CAPITAL OUTLAY REQUEST

FISCAL YEAR 2009 - 2010

Demonstration of Need

1/12/2009 Page 4

Title

project title

Description

Location

location

Project Type

Facility Type

Program /

Service Desc.

Present Empl.

0

Future Empl.

0

Citizens Served

0

Daily Users

0

Describe the long
 range strategic plan
 (5-Yr) for the
 program.

Purpose (Check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Expand Existing Program | <input type="checkbox"/> Changes in Existing Progra | <input type="checkbox"/> To Address Code Violation |
| <input type="checkbox"/> Relocate Existing Program | <input type="checkbox"/> Changes in Mission, Goals, | <input type="checkbox"/> To Address Actual or Thre |
| <input type="checkbox"/> Add New Program | <input type="checkbox"/> Changes in Population Sen | <input type="checkbox"/> Changes in Accepted Stan |
| <input type="checkbox"/> Promote Economic Develo | <input type="checkbox"/> Attract Business | <input type="checkbox"/> Generate Employment |
| <input type="checkbox"/> Other | | |

Applicable Guidelines / Standards

Publications,
 regulatory
 agencies'
 guidelines for
 the program

Minimum or
 mandatory
 requirements
 for
 above-listed
 program.

What alternatives were considered? (Check all that apply)

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Maintaining Status Quo | <input type="checkbox"/> New Space | <input type="checkbox"/> Renovations of Existing Space |
| <input type="checkbox"/> Use Existing Space | <input type="checkbox"/> Less Space | <input type="checkbox"/> Expansions of Similar Program Elsewhere |

How was the best option determined (Studies, Etc.)?

Were feasibility studies or needs assessment reports prepared other than this application? ☐ Yes

Preparer's Name

Phone

List socioeconomic and environmental affects of project.

Identify and describe other similar facilities in your area and evaluate their capabilities to meet needs.

Request Endorsed By: Senator ☐ Rep. ☐

Endorser's Name:

If this project is a current year request, attach an itemized breakdown with unit costs and an estimated useful life of the equipment to FPC with final submission to FPC.

Project ID 537738

CAPITAL OUTLAY REQUEST

Stage 1

FISCAL YEAR 2009 - 2010

1/12/2009 — Page 7

Operation Budget (Expenditures)

(Should match submittals BR-1 and BR-2 to Office of Planning and Budget)

Existing Operating Budget
Current Year BudgetedAnnual Projected Increase (Decrease)
After Project Completion
(except Dept. 36 and 50)

Salaries	\$0	\$0
Other Compensation	0	0
Related Benefits	0	0
Travel	0	0
Operating Services	0	0
Supplies	0	0
Professional Services	0	0
Other Services	0	0
Debt Services	0	0
Interagency Funds	0	0
Acquisitions	0	0
Major Repairs	0	0
Unallocated	0	0
Total Expenditures	\$0	\$0
Total Positions	0	0

Operation Budget (Financing)

State General Fund (Direct)	\$0	\$0
State General Fund by:		
Interagency Transfer	0	0
Fees and Self-Generated Rev.	0	0
Statutory Dedications	0	0
Interim Emergency Board	0	0
Federal Funds	0	0
Total Financing	\$0	\$0

BalanceExcess / Deficiency of Expenditures Over
Financing (Should = 0)

\$0	\$0
-----	-----

Operating Budget (Summary)

	Year 1	Year 2	Year 3	Year 4	Year 5
State Gen. Fund (Direct)	\$0	\$0	\$0	\$0	\$0
Interagency Transfer	0	0	0	0	0
Fees/Self-Gen. Revenue	0	0	0	0	0
Statutory Dedications	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0
Federal Funds	0	0	0	0	0
Total Means of Financing	\$0	\$0	\$0	\$0	\$0

Comments

Exhibit B - Current Capital Outlay Request Form (for info)

Project ID 537738

Stage 1

PORT OF NEW ORLEANS

36-P17 - project title

CAPITAL OUTLAY REQUEST

FISCAL YEAR 2009 - 2010

Certification Questionnaire

1/12/2009

Page 8

1) What was your budget for capital improvements for the last 3 years?

Current Year Last Year 2 Years Ago

2) What was your undesignated/unreserved general fund balance for the last 3 years?

Last Year 2 Years Ago 3 Years Ago

3) What was your designated/reserved general fund balance for the last 3 years?

Last Year 2 Years Ago 3 Years Ago

4) What is your ad valorem tax capacity?

Millage Authorized Millage Levied (mills)When did you last have an election to renew or increase millage? Did the electors approve the millage renewal or increase? How much was requested? (mills)

5) What is your local sales tax?

Percent Authorized Percent Levied When did you last have an election to renew or increase the percent? Did the electors approve the percent renewal or increase? How much was requested? 6) Have you had an election to obtain voter approval for a bond issue for this or other projects? Did the electors approve the issue? Do you plan to have an election to obtain voter approval for a bond issue for this or other projects? 7) Is this project for which you are requesting state funding the type for which revenue will be generated?

(i.e. parking fees; water; sewer or other utility fees; etc.)

If so, please describe the source and projected amount of the revenue.

Source 1	<input type="text"/>	Amount	<input type="text" value="\$0.00"/>
Source 2	<input type="text"/>	Amount	<input type="text" value="\$0.00"/>
Source 3	<input type="text"/>	Amount	<input type="text" value="\$0.00"/>

8) How much do you receive from the Parish Transportation Fund?

Current Year Last Year 2 Years Ago

9) Have you been approved for or received funding from any other state program for this project?

If so, how much and from what source?

Source 1

Agency/Program	<input type="text"/>
Current Year	<input type="text" value="\$0.00"/>
Last Year	<input type="text" value="\$0.00"/>
2 Years Ago	<input type="text" value="\$0.00"/>
Status	<input type="text"/>

Source 3

Agency/Program	<input type="text"/>
Current Year	<input type="text" value="\$0.00"/>
Last Year	<input type="text" value="\$0.00"/>
2 Years Ago	<input type="text" value="\$0.00"/>
Status	<input type="text"/>

Source 2

Agency/Program	<input type="text"/>
Current Year	<input type="text" value="\$0.00"/>
Last Year	<input type="text" value="\$0.00"/>
2 Years Ago	<input type="text" value="\$0.00"/>
Status	<input type="text"/>

Source 4

Agency/Program	<input type="text"/>
Current Year	<input type="text" value="\$0.00"/>
Last Year	<input type="text" value="\$0.00"/>
2 Years Ago	<input type="text" value="\$0.00"/>
Status	<input type="text"/>

Exhibit B - Current Capital Outlay Request Form (for info)

Project ID 537738

Stage 1

PORT OF NEW ORLEANS

36-P17 - project title

CAPITAL OUTLAY REQUEST

FISCAL YEAR 2009 - 2010

Certification Questionnaire (cont)

1/12/2009

Page 9

10) Have you been approved for or received funding from any federal program for this project? ☒ N

If so, how much and from what source?

Source 1

Agency/Program	
Current Year	\$0.00
Last Year	\$0.00
2 Years Ago	\$0.00
Status	

Source 2

Agency/Program	
Current Year	\$0.00
Last Year	\$0.00
2 Years Ago	\$0.00
Status	

Source 3

Agency/Program	
Current Year	\$0.00
Last Year	\$0.00
2 Years Ago	\$0.00
Status	

Source 4

Agency/Program	
Current Year	\$0.00
Last Year	\$0.00
2 Years Ago	\$0.00
Status	

11) Have you been approved for or received funding from any private source for this project? ☒ N

If so, how much and from what source?

Source 1

Agency/Program	
Current Year	\$0.00
Last Year	\$0.00
2 Years Ago	\$0.00
Status	

Source 2

Agency/Program	
Current Year	\$0.00
Last Year	\$0.00
2 Years Ago	\$0.00
Status	

Source 3

Agency/Program	
Current Year	\$0.00
Last Year	\$0.00
2 Years Ago	\$0.00
Status	

Source 4

Agency/Program	
Current Year	\$0.00
Last Year	\$0.00
2 Years Ago	\$0.00
Status	

12) If not a local government entity, describe the legal status of your entity.

The above information is certified by:

Name:

Title:

Contact Person:

Date:

Phone:

Exhibit B - Current Capital Outlay Request Form (for info)

Project Id 537738

Stage 1

PORT OF NEW ORLEANS

36-P17 - project title

CAPITAL OUTLAY REQUEST

Fiscal Year 2009 - 2010

Space Utilization

1/12/2009

Page 10

Local User Facility:

a

Prepared By:

Detail Space Utilization Plan here:

EXHIBIT C – Current Project Type Classifications (for info)

Capital Outlay Request Categories and Sub-Categories

1. Economic Development
2. Infrastructure (roads, water, sewer, non-speculative)
 - a. drainage
 - b. sewer
 - c. transportation
 - d. water (supply & treatment)
 - e. other
3. Public Works (flood control, reservoirs, etc)
 - a. erosion/land loss
 - b. flood control (levees, floodgates, etc.)
 - c. water resources (reservoirs, etc)
 - d. other
4. Public Safety/Corrections
 - a. infrastructure
 - b. enforcement/prevention (emergency equipment, etc)
 - c. incarceration
 - d. other (admin, etc)
5. Education
 - a. infrastructure (roads, piping, electrical service, etc)
 - b. educational facility
 - c. other (housing, administration, recreational, etc)
6. Healthcare
 - a. infrastructure
 - b. patient care facility
 - c. other
7. Quality of Life (museums, parks, etc)
 - a. infrastructure
 - b. community center, civic center
 - c. museum/cultural
 - d. recreation facility (walking path, bike path, ball park, etc)
 - e. other
8. Special Needs Care
 - a. infrastructure
 - b. patient care
 - c. other (admin, etc)
9. Other (speculative, courthouses, municipal complexes, multi-category)
10. Statewide Programs
- H. Hurricane Recovery

EXHIBIT D – Example Current Budget Partition (for info)

Target Budget Partition

Budget (by percentage) **100%**

State (75% of Overall Budget)

New **30%**

Economic Development/Infrastructure	25%
Public Works	5%
Public Safety/Corrections	5%
Education	25%
Health	30%
Quality of Life	5%
Other	5%

Rehab **70%**

Economic Development/Infrastructure	
Public Works	5%
Public Safety/Corrections	5%
Education	25%
Health	30%
Quality of Life	5%
Other	10%
Statewide Programs	20%

Non-State (25% of Overall Budget)

Economic Development/Infrastructure	40%
Education	0%
Public Works	15%
Public Safety/Corrections	15%
Health	15%
Quality of Life	10%
Other	5%

EXHIBIT E – Acknowledgement of Addenda

REQUEST FOR PROPOSALS

**Development of a System to Establish Feasibility and Prioritization of
Capital Improvement Projects**

Authorized Representative: Initial in the blank provided for each addendum received.

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

Addendum #4 _____

Addendum #5 _____

Addendum #6 _____

By: _____
(Authorized Representative's signature)

Name: _____
(print or type)

Date: _____



Facility Planning & Control

PRELIMINARY PROGRAM FORMAT

December 30, 2008

CONTENTS:

Exhibit F - FPC Preliminary Architectural Programming Format (for info)


 <p>PRELIMINARY PROGRAM FORM for medium to large scale, complex projects Department of Administration Facility Planning and Control</p>	<p>INSTRUCTIONS: Fill in entire form. Every box must be completed. If requirement is not applicable, say why.</p>
<p><u>Description of Project:</u></p>	<p><u>Description of Project:</u> Type and size of building or renovation. Include special features of project. What level (grade) of construction is to be used?</p>
<p><u>Priority Rank:</u></p> <p><u>Location:</u></p> <p><u>Umbrella Agency/Department:</u></p>	<p><u>Priority Rank:</u> Rating within agency</p> <p><u>Project Type:</u> Renovation, new building, or leased space</p> <p><u>Project Mission:</u> How does the building fit into the agency's plans Is this a new program or an existing program? Architectural features included in project shall contribute to the mission of the building and/or renovation.</p>
<p><u>User Agency:</u></p>	
<p><u>Contact Name:</u></p> <p><u>Contact Phone Number:</u></p>	<p><u>Agency Mission:</u></p> <p><u>Agency Strategic Plan:</u> Long range plans and goals that strengthen the agency mission. Strategic plan should anticipate growth. Project mission should be part of agency strategic plan.</p>
<p><u>Contact Fax:</u></p> <p><u>Contact Email:</u></p>	<p><u>Facility (Campus) Master Plan:</u></p> <p><u>Facility Master Plan:</u> Include age of facility, activities that occur there now and that shall occur in the future, include design standards for exterior and interior. Attach current master plan or other documentation. Are there architectural standards required for the facility campus.</p>
<p>EXECUTIVE SUMMARY</p> <p><u>Describe the project's size, type, scope, and its proposed location:</u></p>	<p>The purpose of an <u>executive summary</u> is to provide the essential arguments for approval of the project in the fewest words possible.</p> <p><u>Describe the project's size, type, scope, and its proposed location:</u> If a renovation, describe if project is to repair an existing facility, replace deteriorated building components, upgrade existing building components, replace functionally obsolete spaces, change of use in building, correct code violations, hazardous material abatement.</p>
<p><u>Relate the project need and specific objectives to the agency's mission statement and Strategic Plan.</u></p>	<p>Project justification should correlate with agency mission and agency strategic plan. Include where you are now and where you want to go. Make sure that growth is anticipated.</p>

Exhibit F - FPC Preliminary Architectural Programming Format (for info)


 <p>PRELIMINARY PROGRAM FORM for medium to large scale, complex projects Department of Administration Facility Planning and Control</p>	<p>INSTRUCTIONS: Fill in entire form. Every box must be completed. If requirement is not applicable, say why.</p> <p>Include life cycle costs and operating costs associated with this project.</p>
<p>What is the cost of this project and why is this project the most cost-effective and practical solution to this need? What are the proposed funding sources?</p>	
<p>Executive Summary (continued)</p>	
<p>Explain the functions and performance characteristics of the completed project</p>	<p>Include any special mechanical, electrical, plumbing, or building requirements.</p>
<p>Are there any special requirements for this project?</p>	<p>Are there any special requirements for this project? Is phasing required? If renovation, where will present occupants be housed during renovation? What site considerations will be involved?</p>
<p>What are the key milestone dates (or time frame)? Include move-in date.</p>	
<p>List any contingencies, significant unresolved issues, or requirements necessary for completion of the project (legislation, action of courts, funding agreements, grant restrictions, or similar unresolved issues or requirements)</p>	
<p>What alternatives were considered and why were they rejected?</p>	
<p>List effects, if any, this project may have on surrounding facilities, programs, or other agency projects.</p>	

Exhibit F - FPC Preliminary Architectural Programming Format (for info)



<div data-bbox="128 1780 266 1927"></div> <div data-bbox="136 1108 258 1688"><p>PRELIMINARY PROGRAM FORM for medium to large scale, complex projects Department of Administration Facility Planning and Control</p></div>	<div data-bbox="266 1226 298 1570"><p>SUPPLEMENTAL INFORMATION</p></div> <div data-bbox="306 919 355 1927"><p><u>Is there a model for this facility? Is there a prototype for certain types of spaces, functions, or materials? Describe or attach examples. Include journal or professional articles.</u></p></div>
<p>INSTRUCTIONS: Fill in entire form. Every box must be completed. If requirement is not applicable, say why.</p>	

Exhibit F - FPC Preliminary Architectural Programming Format (for info)

 FACILITY PLANNING AND CONTROL CHECKLIST To be completed by FP & C Incomplete submittals will be returned with a completed copy of this checklist.						COMMENTS
		COMPLETE	INCOMPLETE	MISSING OR UNKNOWN	NOT APPLICABLE	
SQUARE FOOTAGE REQUIREMENTS	List of core program requirements					
	List of administrative and support spaces					
	Storage for support and core functions					
	Special ancillary space needs					
	List of major specialized space needs (labs and similar space needs, listed under core spaces)					
	Listing of infrastructure support spaces (listed under Secondary Spaces)					
	Space relationships of core programs and support facilities (Comments)					
	Calculations of total net and total gross square foot area					
	Financial Calculations of project cost based on gross square footage and cost per square foot					
	Symbolic or Aesthetic Requirements					
	Zoning Issues					
	Historical Districts, historical site or Landmark Building Status					
	Codes and Regulations					
SITE ISSUES	Exterior grounds and site requirements. Visits or points of interest					
	Environmental and/or EPA Issues					
	Public right-of-way(s) and/or easements.					
	Adequate capacity of existing utilities? Utility extensions required? Age of central plant.					
	Under/Above ground storage tanks. Hazardous material handling/storage.					
	Access to public transportation.					
	Vehicle/pedestrian access and circulation					
	Parking and basis for sizing					
	Additional Site work, raising of site, other mitigation, special transportation access					

To be completed by FP & C

COMPLETE

INCOMPLETE

MISSING OR
UNKNOWN

~~NOT APPLICABLE~~

COMMENTS

BUILDING OPERATIONS

Special MEP issues

System Compatibility Issues (existing equip.)

Telecommunications/Voice/Data/Audio

Lighting Requirements

Acoustical or Sound Separation Requirements

Security Requirements

Special Equipment

Food Service Operations

Shipping and Receiving

Waste and Refuse Removal, Containment	
---------------------------------------	--

BUDGET ISSUES


Have life cycle costs been addressed?

Are additional operating funds available and approved?

Is leased space or temporary facilities required for project?

[illegible]

Exhibit F - FPC Preliminary Architectural Programming Format (for info)

Spaces in Existing Facility	State Agency		Dept. of Corrections		Facility Planning and Control		
	Project Name		New cell block and renovation of existing facilities		1201 N. 3rd Street		
	Date	3/19/74	State Building #	SA001265		Baton Rouge, LA 70804	
Type of Building					Additional/ special parking required?		
Asbestos present in building?		<input checked="" type="checkbox"/> Yes		Building's Age		Building to be demolished? <input type="checkbox"/> Yes <input type="checkbox"/> No Planned move in date	
Current number of staff in facility		135		Growth Factor		1.2	
Number of people using facility					3000		Number of Staff in years
Type of Space	Number of spaces	Sq/Ft per	Total sq/ft	Special Equipment	Renovation/ Remain or New	Comments	
			0				
			0				
Storage	Number of spaces	Sq/Ft per	Total sq/ft	Special Equipment	Renovation/ Remain or New	Comments	
General Office storage	2	90	180		Reaming		
File Storage	3	160	480		Renovated		
Tool storage/ shop	1	500	500	lockable cabinets, fire rated rag disposal, and flammable liquids storage	New	Need vehicular access for deliveries	
			0				
			0				
			0				
			0				
			0				
			0				
			0				
			0				
Total			7605			Funding Notes	
Burden Factor			1.35			Self Generated \$1,500,000	
Gross Building sq/ft			10266.75	Funding Available	\$ 3,100,000.00	Capital Outlay \$3,000,000	
Construction price per sq/ft			\$ 230.00	Contingency and fees	\$ 620,000.00		
Total			2366675.00	Estimated AFC	\$ 3,720,000.00		

[illegible]

Exhibit F - FPC Preliminary Architectural Programming Format (for info)


Utilities Data Sheet	State Agency		Dept. of Corrections		
	Project		New Cell block		
	Date	12/28/08	State ID #	SA001265	
					Facility Planning and Control Baton Rouge, LA 70804
Are there any requirements for a utilities investigation on the site? <input type="checkbox"/> Yes <input type="checkbox"/> No					Does the site have access to a central plant? <input type="checkbox"/> No <input type="checkbox"/> Yes
Type of Utilities	Type/ size	Located on site plan	Supplier of Utilities	Comments	
Electricity	3 phase 208	Yes	Entergy	Tie into existing transformer	
Natural Gas	2" line	Yes	Entergy	near warden office	
Water Line	1	Yes	Baton Rouge Water	Needs to have a view of the parking lot.	
Chilled water Line	24"	NO	LSU Central plant	existing tie in north east side of site	
Steam lines	NA				
Sanitary Sewage Lines	6"	Yes			
Telephone	NA				
Cable	NA				
Fiber optic lines	2 lines	Yes	Cox	These lines run along the south side of site	
Storm Drain	18	yes	DPW	18" lines tie into gully on south side of site	
Irrigations system					
Supplier Name	Address		Phone	Contact person	
Baton Rouge Water	123356 Eagle Run Drive Baton Rouge, LA		Ph 225-376-0821 Fax	Randy Moss	
Entergy	1103 Betty Street Baton Rouge, LA 70815		225-546-0801 Fax	Fred Savoy	
			Ph 225-376-0821 Fax	Randy Moss	
			Ph 225-376-0821 Fax	Randy Moss	
Site Plan	Sketch site and location of utilities known if site plan not available				

EXHIBIT G - Response to RFP Total Cost Breakdown Form

Proposed Fee Breakdown

Item		Percent of Time on Project	Total Project Cost
1. Personnel			
Total Salaries and Wages			
Plus _____ % for Employee Benefits			
Total Personnel Costs			
2. Non Expendable Equipment			
Total for Non Expendable Equipment			
3. Consummable Supplies			
Total Consummable Supplies			
4. Travel			
Total Travel			
5. Other Expenses			
Total Other Expenses			
6. Total Direct Costs			
7. Total Indirect Costs (attach documentation to substantiate indirect cost rate used and method of application)			
8. Total Costs (Total of 6 & 7)			